

## **City of Newberg Position Description**

<b>Class Title:</b>	Librarian	<b>Range:</b>	138
<b>Department:</b>	Library	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Community Services	<b>Date:</b>	2016

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### **GENERAL PURPOSE**

Performs a variety of routine and complex clerical administrative and library work in the operation of the library.

### **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Library Director and or the Assistant Library Director.

### **SUPERVISION EXERCISED**

Exercises supervision over library assistants, aides including the reference and other support staff, part-time, contracted, or temporary personnel or volunteers, as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves on the Adult Services, Latino Services or Children's Services Management Team.

Administers assigned area of library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Administers and supervises online and computer resources.

Provides professional advice on library issues to Library Director and supervisors, and makes presentations.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Issues written and oral instructions; assigns duties and examines work for accuracy, neatness, and conformance to policies and procedures.

Maintains harmony among team members and workers. Performs or assists subordinates in performing duties; rectifies errors and complaints.

Selects and catalogs the general collection of books, periodicals, pictures, disks, newspapers, manuscripts, pamphlets and other items contained in the library; reviews and keeps abreast of major selection tools; prepares library purchase orders; reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition.

Inspects new collection material upon arrival for quality and financial control purposes.

Organizes and conducts programs and classes for patrons.

Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

Assists patrons in the selection of library materials, reference guidance, and checking out materials.

Oversees and/or performs inter-library loans and in-house reference work.

Prepares a variety of reports and maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.

## **PERIPHERAL DUTIES**

Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of library policies, procedures and the availability of facilities for public use.

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

Graduation from a college or university with a Bachelor's Degree and  
One year experience in library operations, or  
Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of the principles and practices of modern library systems and programs; Working knowledge of library collection classification and selection tools and

techniques; Working knowledge of equipment and facilities required in a comprehensive library system. Working knowledge of the principles and practices of office management, work organization and supervision.

Skill in operation of listed tools and equipment.

Ability to analyze and utilize a variety of reports and records. Ability to communicate effectively, verbally and in writing, to establish and maintain effective working relationships with patrons, employees, supervisors, other agencies, and the general public.

### **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one.

Latino Services – Ability to speak, read and translate Spanish fluently.

### **TOOLS AND EQUIPMENT USED**

Library computer system; personal computer, including word processing and data base management software; electronic reference resources; calculator; copy and fax machine; phone; automobile.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*